



Department of Veterans Affairs

**CONSTRUCTION CONTRACT
PRECONSTRUCTION CONFERENCE CHECKLIST**

PROJECT NO.	PROJECT TITLE		
CONTRACT NO.	NAME OF CONTRACTOR		DATE OF CONFERENCE
NAMES OF REPRESENTATIVES ATTENDING			
CONTRACTOR	ARCHITECT/ENGINEER	DEPARTMENT OF VETERANS AFFAIRS	
ITEMS FOR DISCUSSION <i>(Check those discussed)</i>			
(x)	DESCRIPTION	(x)	DESCRIPTION
	1. Responsibilities of the Contracting Officer (GP)		g. Buy American Act (GP) (IFB)
	2. Responsibilities and designation of Resident Engineers as the representative of the Contracting Officer (GP) (GC)		h. Submission of samples, literature or drawings (GP) (SS&D)
	3. Responsibilities of Architect-Engineers (GR)		i. Federal, State, and local taxes (GP)
	4. Responsibility of the Contractor: a. Performance and payment bonds (GC)		j. Guaranty (GC)
	b. Submission of schedule of costs and progress chart (GC) (NAS)		k. Construction and Safety signs (GR)
	c. Labor Standards Provisions (Davis-Bacon Act; Contract Work Hours Standards Act; Overtime Compensation; Copeland Act, etc.) (LSP)		l. Photographs (GR)
	(1) Posting of wage rates on job site		m. Daily logs (GC)
	(2) Payment of wage rates		n. Correspondence (GC)
	(3) Overtime compensation		o. Requests for information (GP) (GC)
	(4) Apprentices		5. Jobsite meetings
	(5) Subcontracts		6. Network Analysis System and CPM, phasing, Interim Network Cost Loaded Network (NAS)
	(6) Submission of weekly payrolls with statement of compliance (GC)		7. Changes (GP) (GC) (NAS)
	(7) Withholding of funds		8. Progress payments, stored materials (GP) (GC) (NAS)
	d. Equal opportunity in employment and non-segregated facilities (GP)		9. Completion time (NAS), liquidated damages (GR), Final inspection (GP) (GC), and final settlement (GC).
	e. Affirmative action compliance programs, city plan (home-town plan) (IFB)		10. Notice to proceed date
	f. Utilization of small business concerns (GP) (GC) Utilization of minority business enterprises (GP) (GC)		11. Value engineering incentive clause (VA Form 10-6288)
OTHER (Specify. If additional space is required, use reverse.)			
SIGNATURE OF VA OFFICIAL		TITLE	DATE